

SELF-SERVICE CENTER

PROCEDURES: TO FILE "PETITION FOR HEARING"

(in response to petition for *Simplified Process Modification of Child Support*)

TO REQUEST A HEARING YOU WILL NEED TO SUBMIT:

- One original "**Petition for Hearing**" (plus at least **2*** copies).
- One original "**Parent's Worksheet for Child Support**" (plus at least **2** copies).
- One original "**Current Employer Information Sheet**" (plus at least **2** copies).

See the "**How to Complete a Parents Worksheet**" document in this packet for information on getting the child support calculations, the **Parents Worksheet**, and **Child Support Order** filled out automatically and for **FREE** online, as well as alternatives for obtaining the 40-50 page paper version (not included in this packet).

SEPARATE YOUR DOCUMENTS INTO 3 (OR 4*) SETS:

ORIGINALS: Petition for Hearing Parents Worksheet Current Employer Info Sheet	Copies for Other Party: Petition for Hearing Parents Worksheet Current Employer Info Sheet
Copies for You: Petition for Hearing Parents Worksheet Current Employer Info Sheet	Copies for STATE of ARIZONA – if required* Petition for Hearing Parents Worksheet Current Employer Info Sheet

* **The State of Arizona may be involved if** any parent received public assistance for the children or used the services of the State in establishing or collecting child support. **If the State is involved, notice of this action must also be given to the Attorney General's Office.**

NOTE: There will be a fee for filing this document. If this is the first time you have "appeared" (filed papers) in this case, there may an "appearance fee" *in addition to* the filing fee. If you cannot pay the fees at this time, you may petition to defer (delay) payment by submitting an application for fee deferral or waiver, which is available for free from the Clerk of the Superior Court and the Self-Service Center.

FOLLOW THESE INSTRUCTIONS WHICH ARE NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.

1. Fill in the name, address, and phone number of the person filing the form. (The space marked "state bar number" is used only if an attorney is preparing this form.)
2. Fill in the name of the persons shown as the Petitioner and the Respondent, the case number, and (if applicable) the ATLAS number as it appears on the "**Petition to Modify Child Support**".
3. Check this box **IF** you also want the Child Support Order changed, *but to an amount different from that requested by the other party*.
4. **Date and sign** in front of a Notary Public or a Deputy Clerk at the Clerk of Court's filing counter. **BE PREPARED TO SHOW PHOTO IDENTIFICATION.** By signing your name, you are stating under oath or by affirmation that the contents of this Petition are true and correct to the best of your knowledge. The Notary Public or Deputy Clerk will complete the information requested at the bottom of the first page.

NEXT: File the original form along with two (or 3*) copies at the Clerk of Court's filing counter. The Clerk will keep the original and one copy, date-stamp and return the other to you.

**If the *Petition for a Hearing* was filed in a timely manner a hearing will be set.
You will receive notice of the time, date, and location of the hearing by mail.**

NOTICE TO OTHER PARTY or PARTIES

After filing the **Petition for Hearing**, you must immediately mail or otherwise deliver a copy of this document to the other party or his/her attorney, and **if the State of Arizona is involved*** you must ALSO provide a copy to the Division of Child Support Enforcement (DCSE) of the Office of the Attorney General.

The State of Arizona may be involved if any party received public assistance for the children or used the services of the State in establishing or collecting child support. If either party already has a case with the State (**DCSE or DES**) involving the same children as in this case, notice of this action **must also** be given to the Attorney General's Office.

SERVING PAPERS ON THE STATE: *(if required)*. The Office of the Attorney General (the "AG") will accept service by signing an "**Acceptance of Service**" form and returning the form **for you to file with the Court**. There are no court fees for serving the State with an *Acceptance*, as described below:

(a) You may mail or personally deliver to the Office of the "AG" assigned to your case:

- a copy of the "**Petition to Modify Child Support**",
- a copy of the "**Parents Worksheet for Child Support**", along with an
- "**Acceptance of Service**" AND
- a self-addressed, stamped envelope (*addressed back to you*).

A list of addresses for the AG's offices is available from the Self-Service Center or from the Internet at: www.superiorcourt.maricopa.gov/sscDocs/pdf/gniv-d.pdf

(b) There **may** also be a "drop-box" in the Clerk of Court's filing counter area at which you may leave the above listed documents and the envelope for the AG. Ask the clerk at the filing counter, or

(c) You may mail all listed documents **and the envelope** to:

Office of the Attorney General
Child Support Enforcement Section
P.O. Box 6123 – Site Code 775C
Phoenix, AZ 85005

Note: The State is not considered served until the AG's signed *Acceptance of Service* is filed with the Court!